Guidance Document
And
Application Instructions

FFY 2009 Section 319(h) Nonpoint Source Implementation Grant

Environmental and Public Protection Cabinet
Division of Water, Nonpoint Source Section
14 Reilly Road
Frankfort, Kentucky 40601
(502) 564-3410

****Important Requirement****

Initial Interest Forms may be submitted at any time. However to be eligible for FFY 2009 funding, initial interest forms must be submitted by November 1, 2008.
The Web Form can be accessed at:
http://www.water.ky.gov/publicassistance/funding/nps/Initial+Interest+Form.htm

March 2008

FFY 2009 SECTION 319(h) GRANT
PROJECT APPLICATION SCHEDULE

Date	Activity
November 1, 2008	Web Form must be submitted
January 30, 2009	Project application must be postmarked (or received if hand delivered)
February 6 – March 6, 2009	Project application review and selection
May 30, 2009	Expected receipt of grant from EPA

The Initial Interest Web Form can be found on the Web at:

http://www.water.ky.gov/publicassistance/funding/nps/Initial+Interest+Form.htm

The Guidance Document and Application Instructions can be found on the Web at:

http://www.water.ky.gov/publicassistance/funding/nps/Grant+Application+Information.htm

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INTRODUCTION

WHAT IS NONPOINT SOURCE POLLUTION?

Nonpoint source pollution, also known as runoff pollution, is the number one contributor to water pollution in the Commonwealth. Unlike point source pollution, which enters waterways at definite locations (such as discharge pipes from wastewater treatment plants), nonpoint source (NPS) pollution originates from numerous sources.

Nonpoint source pollutants, such as pesticides, fertilizers, nutrients, metals, sediment, bacteria, and other pathogens resulting from various land use activities, are picked up by rainwater or snowmelt and carried into Kentucky's streams, groundwater, rivers, and lakes. NPS pollutants can affect the safety of our drinking water, make waters unsafe for recreational activities, and destroy our natural aquatic ecosystems. A list of activities that cause nonpoint source pollution can be found on page 3.

HOW CAN NONPOINT SOURCE POLLUTION BE CONTROLLED?

The objective of the Kentucky nonpoint source pollution control program is to reduce, remediate, and prevent nonpoint source pollution. Nonpoint source pollution is controlled primarily through the adoption of practical and cost-effective land management practices known as **best management practices (BMPs).** BMPs allow for the continuation of everyday activities while reducing or preventing nonpoint source pollution. Using BMPs allows for the improvement of water quality while maintaining the economic value of Kentucky's land resources.

Kentucky receives funding (Clean Water Act §319(h) grant) from the U.S. Environmental Protection Agency (EPA) to implement the nonpoint source pollution control program. Much of this funding is available for use by watershed partners where nonpoint source pollution has impaired water quality or where Special Use Water resources are threatened. A list of Special Use Waters can be found at: http://nrepcapps.ky.gov/special_waters/specialwaters.htm

Section 319(h) grants can provide 60 percent of project costs; additional funds (40 percent of the total project cost) must be provided by the applicant from sources other than the federal government. No federal funds may be used as match for 319(h) projects.

Section 319(h) funds should be regarded as "seed money" to initiate nonpoint pollution control efforts, but not fund them indefinitely. The primary focus is to restore streams impaired by nonpoint source pollution. Some funding is also available to protect streams that currently meet water quality standards but may be threatened. Projects that address the pollutants of concern for streams on the list of Kentucky impaired streams (2006 Integrated Report) are given first priority for NPS funding. The Kentucky Division of Water, Nonpoint Source Section, has identified several high priority needs or focus areas. These priorities are:

1. Development of Watershed-Based Plans

Funding is available to develop Watershed-Based Plans (WBPs) for high priority watersheds in need of restoration or Special Use Waters with a documented need for protection. This would include waters listed in the 2006 Integrated Report, Assessment Category 4A and 5A watersheds and Special Use Waters (KDOW 2006). Web links to the 2006 Integrated Report and Division of Water's list of Special Use Waters can be found on page 14 of this document. WBPs should include all sources and causes of impairments and threats to the watershed. They must contain the elements identified in Section III of the *Nonpoint Source Program and Grants Guidelines for States and Territories* (USEPA 2003). This EPA document may be found on the web at: http://www.epa.gov/fedrgstr/EPA-WATER/2003/October/Day-23/w26755.htm.

The EPA Handbook for Developing Watershed Plans to Restore and Protect Our Waters can be downloaded at http://www.epa.gov/owow/nps/watershed_handbook/

The Division maintains lists of Special Use Waters that need protection. Information about Special Use Waters can be accessed at the following website: http://www.water.ky.gov/sw/specialwaters/

Project applications may be submitted with the Watershed-Based Plan as the final product or include limited plan implementation.

2. Implementation of Watershed Based Plans

Funding is available to implement existing Division of Water accepted Watershed Based Plans for high priority watershed restorations and the protection of Special Use Waters with documented threats. These projects must be results-oriented with goals and objectives focused on reducing nonpoint source pollution, reducing or eliminating documented threats, and improving water quality in an effort to meet water quality standards. Environmental data collection to determine the project's success in reducing nonpoint source pollution is required. Refer to the Section entitled "Eleven Criteria for a Successful Nonpoint Source Project" for additional information on priority NPS watersheds in need of restoration and protection.

3. Other Nonpoint Source Pollution Control Projects

Limited funding is available for the development and performance of BMP technology demonstrations, technical training, inspection and compliance, and education and outreach programs that foster behavior change to improve water quality. Refer to the section entitled "Eleven Criteria for a Successful Nonpoint Source Project" for additional information on priority NPS watersheds in need of restoration and protection.

If you are interested in developing a project to meet these needs, please contact the Division of Water, NPS Section as soon as possible. NPS Section staff will help to ensure project eligibility and will help to avoid duplication of efforts that may already be underway.

Nonpoint Pollution Sources

AGRICULTURE
- Non-irrigated Crop Production
- Irrigated Crop Production
- Specialty Crop Production
- Pasture Grazing-Riparian and/ or Upland Pasture Grazing-Riparian
- Pasture Grazing-Upland
- Range Grazing-Riparian and/ or Upland Range Grazing-Riparian
- Range Grazing-Upland
- Animal Feeding Operations (NPS)
- Aquaculture
- Animal Holding/Management Areas

SILVICULTURE
- Harvesting, Restoration, Residue Management
- Forest Management (pumped drainage, fertilization, and pesticide application)
- Logging Road Construction/Maintenance
- Silvicultural Point Sources

CONSTRUCTION
- Highway/Road/Bridge Construction
- Land Development

URBAN RUNOFF/STORM SEWERS
- Other Urban Runoff
- Illicit Connections/Illegal Hook-ups/Dry Weather Flows
- Highway/Road/Bridge Runoff
- Erosion and Sedimentation

RESOURCE EXTRACTION
- Surface Mining
- Subsurface Mining
- Placer Mining
- Dredge Mining
- Petroleum Activities
- Mill Tailings
- Mine Tailings
- Acid Mine Drainage
- Abandoned Mining
- Inactive Mining

IMPROPER WASTE DISPOSAL
- Sludge
- Wastewater
- Landfills
- Inappropriate Waste Disposal/Wildcat Dumping
- Industrial Land Treatment
- Onsite Wastewater Systems (Septic Tanks)
- Hazardous Waste
- Septage Disposal

HYDROMODIFICATION
- Channelization
- Dredging
- Dam Construction
- Upstream Impoundment
- Flow Regulation/Modification

HABITAT MODIFICATION (other than hydro-modification)
- Removal of Riparian Vegetation
- Streambank Modification/Destabilization
- Drainage/Filling of Wetlands

MARINAS AND RECREATIONAL BOATING
- In-water Releases
- On-land Releases

EROSION FROM DERELICT LAND

ATMOSPHERIC DEPOSITION

HIGHWAY MAINTENANCE AND RUNOFF SPILLS

CONTAMINATED SEDIMENTS

DEBRIS AND BOTTOM DEPOSITS

INTERNAL NUTRIENT CYCLING (primarily lakes)

SEDIMENT RESUSPENSION

NATURAL SOURCES

RECREATIONAL AND TOURISM ACTIVITIES (Non-boating)
- Golf Courses

UPSTREAM IMPOUNDMENT

SALT STORAGE SITES

GROUNDWATER LOADINGS

GROUNDWATER WITHDRAWAL

OTHER
- Source Unknown

From KDOW (2004a)

Applying For Section 319(h) Funding: Overview

Step 1: Submit Initial Interest Form

The first step toward acquiring Section 319(h) funding is to submit an initial interest form found at: http://www.water.ky.gov/publicassistance/funding/nps/Initial+Interest+Form.htm. **Only applicants who have submitted the initial interest form will be considered for funding. Initial interest forms may be submitted at any time. Deadlines may apply for specific federal funding cycles.**

Step 2: The Project Application

The second step is to prepare and submit the project application. **Applications that are deficient, represent ineligible projects, or are missing KEY components will not be considered for funding.** It is important that the application conveys a clear understanding of what the project proposes to accomplish and how that will be done.

The application must be postmarked (or received if hand delivered) no later than **November 1, 2008**. Any submissions after this date will not be considered for funding under the FFY 2009 Section 319(h) grant. All applicants will be notified whether their project is being considered for funding.

Step 3: Project Application Ranking And Selection

After an eligible and complete project application is submitted on time, it will then undergo the process of ranking and selection.

Because Section 319(h) funding is limited, it is very unlikely that all project applications will be funded. Therefore, project applications compete against each other for these funds.

The Kentucky Nonpoint Source Advisory Subcommittee, Kentucky Division of Water, and Kentucky Division of Conservation participate in evaluating project applications based on the eleven criteria for a successful project. The eleven criteria are listed in order of importance (see page 9). After the evaluation process is complete, we will notify you whether your project has been selected for funding.

Duplicate projects will not be funded. For example, if multiple applications for educational programs to reduce extensive pavement and other impervious surfaces are received, only the highest ranked project will be funded.

Step 4: Funding

The selected project applications will be included in the FFY 2009 Section 319(h) Nonpoint Source Implementation Grant application. EPA will then review and approve the application, and after Congress appropriates the funds, Kentucky will receive the requested grant award.

Once EPA awards the Section 319(h) funds to Kentucky, a legal contract between the Division of Water and the applicant will be written and executed. If you are working with your first 319(h) project, you may wish to obtain a sample legal contract to review from your NPS contact.

Please note that the EPA frequently adds special conditions and requirements to Section 319(h) grants. Those that apply to your project will be "passed on" to you in the legal contract. While it is likely that the

FFY 2009 grant conditions and requirements will be nearly the same as those for FFY 2008, this is not certain.

Project activities that are to be reimbursed cannot begin until a legal contract has been signed and fully executed.

Applicants must submit the application (and QAPP if required), in two ways:

1. One print copy with original signature (double-sided, copied on recycled paper), and
2. One electronic copy (on CD) saved as **Microsoft Office Word** version 2003 (or earlier) file.

Applications must be postmarked (or received if hand delivered) no later than **Friday, January 30, 2009.** Any applications submitted after January 30, 2009 will **not** be considered for funding under the FFY 2009 Section 319(h) NPS Implementation grant.

Send Completed Applications to:

KY Division of Water
Attn: Paulette Akers, Nonpoint Source Section Supervisor
14 Reilly Road
Frankfort, KY 40601

Faxes or emails will not be accepted

NONPOINT SOURCE POLLUTION CONTROL PROGRAM CONTACTS

Kentucky Division of Water
14 Reilly Road, Frankfort, KY 40601
(502) 564-3410 (Telephone)
(502) 564-9636 (Fax)

Paulette Akers……. .....ext. 494
Nonpoint Source Section Supervisor
- State coordinator for the Kentucky Nonpoint Source Pollution Control Program.
- Responsible for overseeing staff activities, including pollution assessment, watershed remediation, and education/outreach.

Email: Paulette.Akers@ky.gov

Rosetta Fackler.....ext. 345
Environmental Education Coordinator
- Responsible for oversight of education and outreach in Section 319(h) grants.
- Develops and cooperates with implementation of NPS education and outreach programs.
- Provides technical assistance and oversight on projects involving acid mine drainage.

Email: RosettaR.Fackler@ky.gov

Julie Smoak .....ext. 405
Decentralized Wastewater Coordinator
- Responsible for developing NPS-related onsite wastewater initiatives, demonstrations, interagency workgroups, and technology exchange programs.
- Participates in the development and review of applications, and implementation plans for onsite wastewater projects.
- Point of contact for the national Grant Reporting Tracking System

Email: Julie.Smoak@ky.gov

Jim Roe .....ext. 431
Agriculture/Forestry Technical Advisor
- Coordinates with the KY Division of Conservation, NRCS, and other organizations on agriculture and forestry related projects.
- Provides technical assistance and facilitate information exchange for agriculture and forestry issues in Kentucky.

Email: James.Roe@ky.gov

Margi Jones .....ext. 179
Riparian/Stream Restoration Advisor
- Responsible for the oversight and development of projects to collect and assess fluvial geomorphic data.
- Provides technical assistance, technology exchange, and project oversight on issues involving hydromodification (stream restoration), habitat modification, land acquisition and recreation.

Email: Margi.Jones@ky.gov

Brooke Shireman .....ext. 553
Urban/ Technical Advisor
- Responsible for urban stormwater, low impact development and construction erosion control projects in Section 319(h) Grants.
- Provides technical assistance and facilitates information exchange for urban stormwater, low impact development and construction erosion control issues in Kentucky.

Email: Brooke.Shireman@ky.gov

Rodney Pierce..... ext. 575
Aquatic Biologist & QAPP Coordinator

- Responsible for water quality monitoring and data assessment to determine nonpoint source pollution impacts.
- Provides technical assistance, oversight, and coordination of Quality Assurance Project Plans.
- Email: Rodney.Pierce@ky.gov

Bryan Marbert .....ext. 433
Aquatic Biologist

- .. Responsible for water quality monitoring and data assessment to determine nonpoint source pollution impacts.

Email: Bryan.Marbert@ky.gov

Financial Management and Budget Section Contacts

Lisa Borders……. .ext. 569
Financial Management and Budget Section Supervisor.

- Administrative coordinator for the Kentucky Nonpoint Source Pollution Control Grant
- Provides oversight and administration for the 319(h) program

Email: LisajBorders@ky.gov

Daniel Bishop…….....ext.131
NPS Grant Administrator
Responsible for the grant and contract management for the odd year base grants FFY 01, FFY 03, FFY 05, FFY 07, FFY 09.
Email: Daniel.Bishop@ky.gov

Debra Day…….....ext.316
NPS Grant Administrator
Responsible for the grant and contract management for the even year base grants FFY 02, FFY 04, FFY 06, FFY 08.
Email: Deb.Day@ky.gov

Kentucky Division of Conservation

(Subgrantee for all agriculture and construction related 319(h) Projects)
375 Versailles Road, Frankfort, KY 40601
(502) 573-3080 (Telephone)
(502) 573-1692 (Fax)

Steve Coleman
Division Director

- Program oversight and administration for the Division of Conservation.

Email: Steve.Coleman@ky.gov

Angie Wingfield
Program Coordinator

- Coordinates with DOW, DOC staff and contractors for the overall administration of 319(h) funds for Agriculture and Construction.
- Responsible for the administration of all base grants and incremental grants.

Email: Angie.Wingfield@ky.gov

FFY 2009 SECTION 319(h) GRANT
PROJECT APPLICATION SCHEDULE

Date	Activity
November 1, 2008*	**Web Form must be submitted**

*NOTE: Initial forms may be submitted at any time. However, to be eligible for FFY 2009 funding, initial interest forms must be submitted by November 1, 2008.

January 30, 2009	**Project application must be postmarked (or received if hand delivered)**
February - March, 2009	**Project application review and selection**
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Send Completed Applications to:

KY Division of Water
Attn: Paulette Akers, Nonpoint Source Section Supervisor
14 Reilly Road
Frankfort, KY 40601

Faxes or emails will not be accepted.

DESIGNING AN EFFECTIVE AND COMPETITIVE NONPOINT SOURCE POLLUTION CONTROL PROJECT

ACTIVITIES NOT ELIGIBLE FOR SECTION 319(h) FUNDING

A clear understanding of what activities are eligible for Section 319(h) funding is necessary before beginning to plan a project. Not all conceivable nonpoint source pollution control activities are eligible under Section 319(h). Therefore, it is important to contact the Division of Water (DOW), Nonpoint Source Section, to discuss your project ideas and to identify eligible project activities. The following activities are **not eligible** for Section 319(h) funding:

- Activities to control pollution from **point source discharges**, which are subject to Kentucky Pollutant Discharge Elimination System (KPDES) permitting requirements, are ineligible for Section 319(h) funding. These include sewage treatment plants, industrial facilities, mining operations, Concentrated Animal Feeding Operations (CAFOs), sawmill sites, construction sites greater than one acre, urban Phase I and Phase II areas, and other types of Stormwater discharges.
- Section 319(h) grant funds cannot be used for general **cost-share** programs to implement BMPs.
- Section 319(h) funds cannot be used for **research, faculty salaries, and development of college credit courses or tuition**. While BMP research is needed in Kentucky (and the nation), funding from other sources must be tapped and utilized to pursue these activities.
- Section 319(h) funds generally cannot be used for developing or purchasing promotional paraphernalia (e.g., T-shirts, bumper stickers, mugs, etc.). Please contact the NPS Section Education Coordinator for additional guidance.
- Since projects are funded with federal tax dollars you may not sell products produced or make loans with Section 319(h) funds.

ELEVEN CRITERIA FOR A SUCCESSFUL NONPOINT SOURCE PROJECT

The following 11 criteria have been developed to guide Section 319(h) projects for Kentucky. **These criteria are used to evaluate and select projects to receive Section 319(h) grant funding.** Criteria are listed in the order of importance.

1. The project contributes to the implementation of the *Kentucky Nonpoint Source Management Program* to protect surface water or groundwater.

Evaluation criteria focus on attaining water quality standards and preventing degradation from both present and future sources of nonpoint source pollution; therefore, it is important that Kentucky's Section 319(h)-funded projects address both statewide and watershed projects.

Projects that will provide the best, most effective solutions to local nonpoint source

pollution problems are sought for funding. Siltation, pathogens and other habitat alterations are the primary causes of impairment in Kentucky streams and rivers. (KDOW 2004a).

The *Kentucky Nonpoint Source Management Program* may be found on the Internet at: http://www.water.ky.gov/NR/rdonlyres/5A7CBA73-915A-41A6-A3AD-4C92A4BA2D17/0/npsmgt.pdf

2. The project has NPS priority watershed status, or data documenting the NPS impact or threat, and targets pollution control activities to address the identified pollutants of concern.

Funding priority is given to projects that address identified nonpoint source problems or threats in **NPS priority watersheds**. See the chart on page 14 for priority watersheds.

The Nonpoint Source Pollution Control Program seeks to (1) **restore watersheds** that have been altered or degraded and (2) **protect watersheds** from future impacts.

Projects that focus activities on fixing *identified* problems in watersheds with *approved* Total Maximum Daily Loads (TMDLs) will receive more points during project evaluation than projects in watersheds with a TMDL that is under development. Similarly, projects in 2006 Integrated Report Assessment Category 5A (Nonsupport) watersheds will receive more points than those in 2006 Integrated Report Assessment Category 5A (Partial Support) watersheds.

Funding priority is provided to projects and programs that focus on NPS pollution control activities that address *pollutants of concern* in these watersheds. For example, if a watershed is identified as being impacted by sediment, projects which focus on erosion control and reducing sediment in that watershed will receive priority ranking. **The plan of work should indicate how the project will reduce the NPS pollution problems in the watershed.**

With limited Section 319(h) grant funds available for controlling nonpoint source pollution in Kentucky, it is imperative that resources be targeted to pollutants of concern in priority watersheds, whether impacted or threatened.

Only a fraction of the water resources in Kentucky have been monitored. Local citizens, agencies, or other organizations may be aware of other nonpoint source pollution problems that have not been reported to, or discovered by, the Division of Water. The Division relies on outside input to expand its existing water-quality database. However, to maximize the data's usefulness, it must be based on scientific methods and procedures.

In addition to remediating existing problems, the Kentucky Nonpoint Source Pollution Control Program strives to prevent nonpoint source pollution from occurring. The Division of Water is equally interested in preventing degradation of Kentucky's Special Use Waters by NPS pollution.

The list of Special Use Waters includes Outstanding National Resource Waters, Reference Reach Streams, Kentucky Wild Rivers, and some Kentucky Outstanding Resource Waters. Specific information on these streams and these classification systems is available at the following site: http://nrepcapps.ky.gov/special_waters/specialwaters.htm.

If the water quality in one of these watersheds is threatened, and supporting information/documentation is presented in the application, then the project will receive high priority watershed criteria points.

Refer to the flow chart on page 14 to determine the relative importance of

Kentucky's Nonpoint Source Priority Watersheds.

3. The project objectives and activities will reduce nonpoint source pollution.

Projects which will significantly reduce NPS pollution and likely result in attaining water quality standards will receive the highest points.

4. The project integrates NPS objectives for the Kentucky Watershed Approach Framework.

Projects that are located in the Salt and Licking River Basin Management Units will receive bonus points during ranking. (See schedule in right column.)

Projects that are located in the KY Watershed Steering Committee focused watersheds, will receive bonus points during ranking. These focused watersheds and their corresponding Basin Management Unit are listed below:

- Boiling Spring, Salt River
- Pleasant Grove Spring, Four Rivers
- Elkhorn Creek, Big Sandy River
- Cane Run Creek, Kentucky River
- Clarks Run, Kentucky River

To learn more about the Kentucky Watershed Approach Framework, River Basin activities, and focused watersheds go to: http://kywatersheds.org.

Additionally bonus points will be awarded during application ranking for projects that have actively engaged the River Basin Team and Coordinator in the development of the project plan of work. This participation must be documented in written form by the River Basin Coordinator and should detail the team's involvement and intended participation.

BONUS POINTS SCHEDULE
for
ACTION PLAN
IMPLEMENTATION

Grant Year	River Basin Management Unit
FFY 2008	1) Kentucky
FFY 2009	**2) Salt / Licking**
FFY 2010	3) Tennessee / Mississippi / Cumberland (Upper and Lower)
FFY 2011	4) Tradewater / Green
FFY 2012	5) Big Sandy / Little Sandy / Tygarts

5. The project includes appropriate and effective measures of project success.

"Project evaluation is as critical as your project's goals and objectives. Formulation of your project evaluation begins when the project begins; it is an essential part of the planning process. Without an evaluation system in place, it is likely that you will waste precious time and funding. It is assumed by many that evaluations are expensive and require extensive expertise. Sometimes this is true, but there are easier and less expensive approaches that can be used (though it's important to understand the tradeoffs between using a less complicated evaluation method); it is then easier to make a decision and justify your choices" (Davenport 1998).

6. The project will result in continued NPS pollution control.

A goal of Section 319 of the Clean Water Act is to "institutionalize" or create permanent nonpoint source pollution control programs at the state and local levels. Section 319(h) funds should be regarded as "seed money" to initiate nonpoint source pollution control efforts, but not fund them indefinitely. A competitive project application will identify actual or potential possibilities for institutionalizing the project and will devise strategies to make that happen. Partnerships with agencies and other entities in the project area can be particularly valuable for achieving this goal.

7. The project involves appropriate government entities, educational institutions, private sector organizations, and citizen groups.

Project partners can include industry and environmental groups, watershed interest groups, local citizens, and community groups. An effective nonpoint source project should also be based on partnerships with federal, state, and local agencies; universities; or private organizations with the appropriate expertise, experience, and resources. In order to achieve the highest level of participation from project partners, it is imperative that they participate in the project planning process. Involve proposed partners in project development as much as possible, as they will often have helpful expertise and experience with Section 319(h)-funded projects.

Concerns and actions from local citizens are also the basis of a good project. To promote multi-agency and citizen involvement, a project oversight committee with representation from all cooperating agencies should direct the project, review, and approve progress.

8. The project budget is cost effective. Funds are targeted to provide maximum nonpoint source pollution control.

The more efficient a project is in utilizing its funding to achieve its objectives, the more resources will be made available for the many projects that are needed to control nonpoint source pollution throughout the Commonwealth. Projects should focus on usefulness, necessity, and should convey a distinct intention to implement the best possible project in the most cost-effective way. For example, minimizing administrative, overhead, indirect costs, and equipment purchases allows more funds to be used for pollution reduction.

9. To reach its target audience, the project uses appropriate education, training, or outreach methods that are intensive and adequately sustained during the project.

Educational activities targeted toward those who are responsible for the nonpoint source pollution problem are an essential part of most projects. Projects should raise the level of public awareness about how individual actions create NPS pollution and how those actions affect water quality. The project should offer practical, feasible, sometimes simple and cost-effective BMPs that are available to control it.

Education programs should be developed to encourage behavior change. While it is important for students K-12 to understand NPS Pollution, it is imperative to reach the decision makers: local officials, parents of school-aged children, and all other adult audiences. Applicants are encouraged to do outreach to adult audiences, utilize existing presentations and leadership development programs to stimulate new audience interest and participation. This could include increased membership on a Watershed Watch team, forming new watershed groups,

utilizing the existing materials on Kentucky Growth Readiness Program or developing programs to promote changes in behavior that will improve water quality.

Effective sources of information on NPS outreach are found at: www.epa.gov/owow/nps/outreach.html and http://ag.utah.gov/. The booklet titled Getting In Step: A Guide for Conducting Watershed Outreach Campaigns provides step-by-step procedures for developing and implementing your outreach program. Getting Your Feet Wet in Social Marketing provides a step-by-step guide to developing a plan for changing behaviors through social marketing.

If you should choose to develop a K-12 teacher/student program, the program must conform to the Kentucky Education Reform Act of 1990, revised 2005**,** Core Content and Program of Studies. By providing teachers with information that is easily incorporated into their classes, they will be more likely to use the information. For resources on existing curriculum, and assistance from Certified Environmental Educators, see the resource list at: http://keec.ky.gov/

10. The project activities can be achieved within the specified time period.

Projects must set realistic implementation schedules.

Detailed milestones will help identify the amount of time needed to implement project activities.

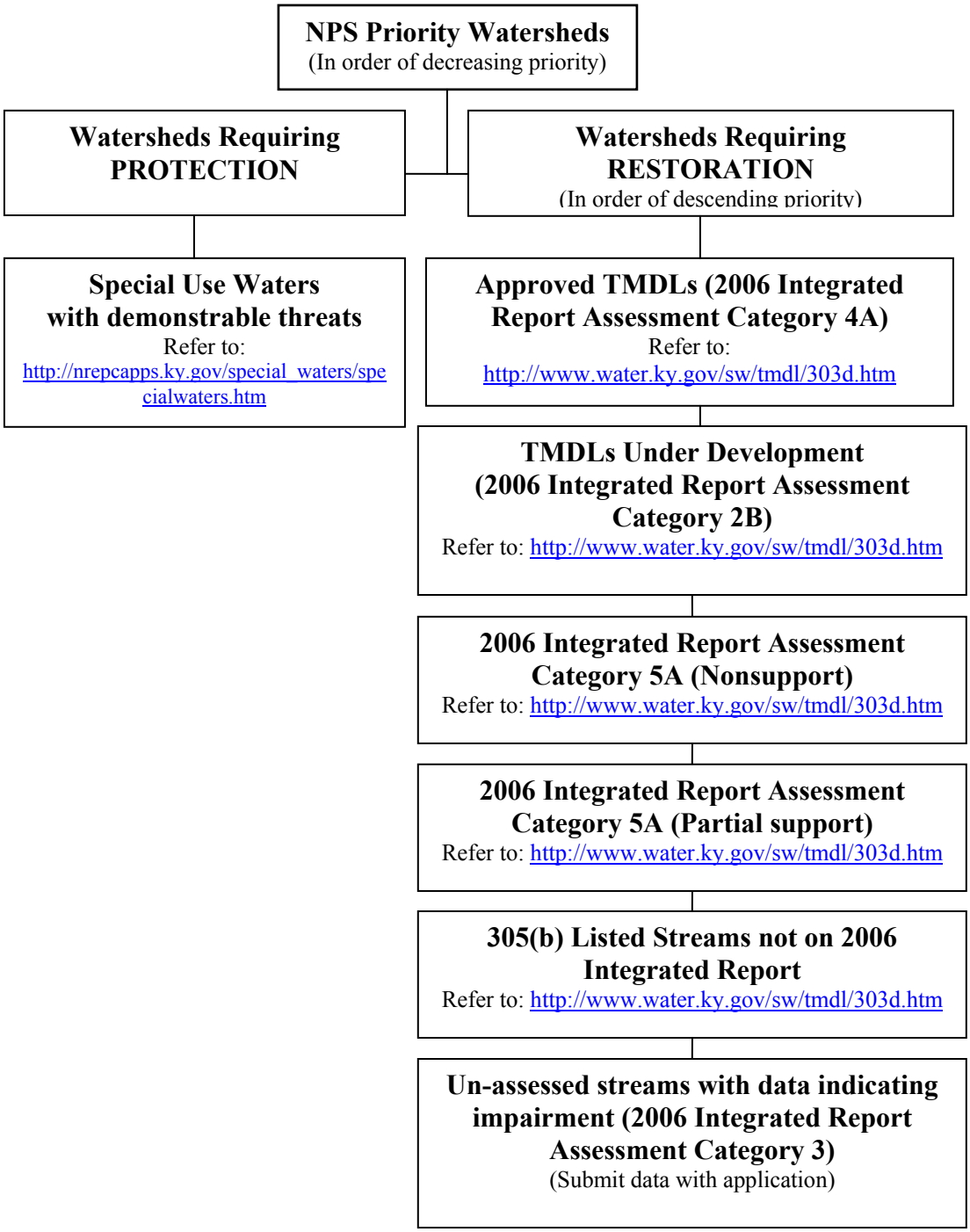
11. The project applicant followed instructions contained in this manual for developing and submitting an application.

The accuracy and completeness of an application is taken into account during the review and ranking process

If your application is selected for funding, its content will be incorporated into a legal contract to complete the work described. Therefore it is of the utmost importance that your application is accurate and complete.

Nonpoint Source Priority Watersheds

The NPS Program is responsible for protecting Kentucky's surface and groundwater, and restoring impacted waters. The following flow chart is provided to help applicants determine the relative priority of their projects and the competitive points that will be awarded. If you are in doubt as to whether or not a watershed is impacted or threatened by point or nonpoint pollution, contact the Division of Water Nonpoint Source Section.



PROJECT APPLICATION INSTRUCTIONS

*Please read the **entire** Guidance Document before beginning the process of filling out the Project Application*

The project application provides all the details, products, and outcomes of the project. Two important reasons for submitting a complete and correct application are:

a. The application will be used in the ranking process to determine which projects receive funding, and

b. The application will be used as the basis for developing the legal contract.

Because the application will be the basis of the legal contract, it should be written not as a proposal but as a project that will be carried out. For example, use "will" instead of "would," and do not use "proposal" or "propose."

After you have submitted the initial interest form, nonpoint source program staff will contact you to discuss project ideas, clear up any doubts about eligibility or clarify any of the information in the guidance document that may be unclear.

A separate application must be submitted for each project for which you are seeking funding. Because "combination projects" cannot be evaluated and ranked effectively, they will not be accepted. Please contact the NPS Section if you are unsure whether you are developing a "combination project" or not.

All information presented as "fact" must be followed by a literature citation.

Please use no less than 12-point font when filling out the application. You are restricted to the space provided on the application unless specified otherwise in these instructions.

General instructions for filling out electronic forms:

- Create additional rows by selecting the last cell in the table you wish to expand (lower right corner), and press the Tab key.
- Check boxes can be selected by double clicking a box and select "checked" from the menu.
- Insert text by clicking on the line between each numbered section, press the "Enter" key, and begin typing. Please leave at least one blank line between sections. *Please take care not to re-number the sections, as this will cause great confusion during the review and ranking process.

The following instructions are numbered to correspond with the numbered items on the project application form.

Section 1 –

Project Title

The project title should uniquely identify and describe the project. Choose a title that can be used consistently for the duration of the project. We will use the same title when publicizing the project, so choose a title that project area residents would be able to recognize if the news media were to provide coverage. The title should be no longer than one typewritten line in length. Also, avoid the use of overly technical language or

acronyms that would be difficult for the general public to understand.

Section 2 – Lead Agency and Primary Contact Information

Identify the "lead agency," which is the single entity (institution, organization, etc.) that will be responsible for managing the project. The lead agency will be responsible for ensuring that all project activities are carried out and for entering into a legal contract. Also identify the "primary contact" who is the head of the lead agency and will be included in major project communications. Provide the address, telephone number, fax number, and email address of the lead agency.

Section 3 – Project Manager

Identify the project manager who will handle all routine correspondence and communications with Nonpoint Source Program staff. The project manager will generally be responsible for day-to-day project activities and will act as the single-point-of-contact to the Nonpoint Source Program staff. Provide the address, telephone number, fax number, and email address of the project manager.

Section 4 – Project Start Date

Estimate a project start date. The date listed here is only a tentative date. The actual start date is determined when the grant is awarded from EPA and a legal contract has been executed between the lead agency and the Environmental and Public Protection Cabinet.

Section 5 – Project End Date

Estimate a tentative project end date. The actual end date is determined when the grant is awarded from EPA and a legal contract has been executed between the lead agency and the Environmental and Public Protection Cabinet. Project duration should be 1 – 5 years. For further details, contact the Nonpoint Source Section. KDOW recommends that your project be completed in the shortest reasonable time frame possible.

Section 6 – Fiscal Summary

Provide a summary of the Section 319(h) funds and non-federal match needed to perform the project. Section 319(h) funds and non-federal match funds are calculated as a percentage of the total project budget. They can be calculated by using one of the following three formulas:

Use when the total project dollar amount needed is known – If you know the total dollar amount (federal + non-federal match) that will be needed to complete the project, then multiply that amount by 40.00% to calculate how much of the total project amount will need to be non-federal match. For example: $250,000 (the total dollar amount) x .4000 (the required non-federal match percent) = $100,000 (the amount of the total dollars that must be non-federal match). The difference between these two numbers is the amount of 319(h) federal funds that can be requested.

Use when 319(h) federal dollar amount being requested is known – If you know the 319(h) federal fund amount that you are wanting to request, then divide that amount by 60.00% to calculate what the total dollar amount (federal + non-federal match) will be. For example: $150,000 (the federal dollar amount being requested) ÷ .6000 = $250,000 (the total dollar amount for the project). The difference between these two numbers is the amount of non-federal match dollars that would be required.

Use when non-federal match dollar amount being contributed is known – If you know the non-federal match dollar amount that you can contribute, then divide that amount by 40.00% to calculate what the total dollar amount (federal + non-federal match) will be. For example: $100,000 (the non-federal dollar amount being contributed) ÷ .4000 = $250,000 (the total dollar amount for the project). The difference between these two numbers is the amount of 319(h) federal funds that can be requested.

Please carry the percentages to two decimal places and remember that a 40.00 percent non-federal match must be provided for the application to be considered for funding.

Section 7 – What Type of Project

Select the type of project you are applying for. If it is not one of the four listed examples then select "other" and describe the type of project it will be.

Watershed-Based Plans: A Watershed-Based Plan (WBP) may be used as a guide for TMDL implementation where one has been developed or on an impaired stream where the TMDL is not yet developed. A plan should include all sources and causes of impairments and threats to the watershed. WBPs must contain the elements identified in Section III, Part D**,** *Components of a Watershed-Based Plan, a-i* of the *Nonpoint Source Program and Grants Guidelines for States and Territories (USEPA 2003).* This EPA document may be found on the web at: http://www.epa.gov/fedrgstr/EPA-WATER/2003/October/Day23/w26755.htm.

The EPA Handbook for Developing Watershed Plans to Restore and Protect Our Waters can be downloaded at http://www.epa.gov/owow/nps/watershed_handbook/

Small sub-watersheds should be targeted for Watershed-Based Plans.

WBP applications are not required to include an implementation component; however, implementation is the goal of creating a plan and must be addressed in the planning document. PLEASE NOTE: Projects to develop Watershed-Based Plans may include limited plan implementation.

Watershed-Based Plan Implementation:

Watershed-Based Plan (WBP) Implementation projects must implement the nonpoint pollution control measures identified in a DOW/NPS Section accepted WBP (see WBP criteria above). Environmental data collection is required in all WBP Implementation projects as a measure of project success.

In addition, projects addressing in-stream reductions of nonpoint source pollutants are required to report annually on estimated load reductions resulting from implementation of the project. Models are available for use in completing this requirement. For more information contact NPS program staff. The Division of Water will assist the applicant in determining if this requirement applies to your project and how to meet the reporting requirement.

BMP Technology Demonstration: A BMP installed as a technology demonstration must educate citizens, officials, agency representatives, and others about the NPS pollution problem and the BMP technology. Site-specific demonstrations are usually focused on hard-to-sell BMPs (e.g., riparian areas), innovative BMPs, and holistic BMP efforts (whole farm planning).

The demonstration (or technology transfer) component can be achieved through field days, tours, brochures, newspaper articles, television, radio, etc.

In addition, projects involving BMP implementation are required to report annually on estimated load reductions resulting from implementation of the BMP(s). Models are available for use in completing this requirement. For more information contact NPS program staff. The Division of Water will assist the applicant in determining if this requirement applies to your project and how to meet the reporting requirement.

Education/Outreach Technology Transfer: These projects seek to modify behavior by raising awareness, developing programs that utilize social marketing as a change agent and providing technical training on NPS issues. Education projects can be directed toward adult or K-12 audiences or as outreach to non-formal audiences. Technology transfer projects deliver technical information (materials, workshops, training, etc.) to audiences that will implement appropriate BMPs. Projects should contain elements that will direct behavior change.

Section 8 – River Basin

Select the river basins that will be affected by the project, or "statewide" for statewide projects.

Section 9 – Geographic Coverage

Select the single geographic coverage that best fits the project area. Select "Watershed" if the project area is defined by a discreet watershed boundary. Select "Regional" if the project is composed of areas with a common condition (e.g., karst areas, river basin). Select "Statewide" if the project is to benefit the entire state (e.g., six workshops held throughout the state and drawing from a statewide audience is a statewide geographic coverage).

Section 10 – NPS Pollutant(s) to be addressed

Check all of the NPS pollutants that will be addressed by the project. Write in any other pollutants the project will be addressing that are not included on the checklist.

Section 11 – NPS Pollution Source(s) to be addressed

Check up to five nonpoint pollution sources that will be addressed by the project. Include the percentage of each category that the project addresses (for example, 50% agriculture/50% forestry). The total percentage must equal 100%. See page 3 for a list of nonpoint pollution sources.

Section 12 – Project Area

For all projects, complete the first bullet addressing groundwater, springs, or karst. For projects with a discreet watershed focus (marked as having a watershed geographic coverage in Section 9), complete the second bullet labeled "For Watershed Projects Only".

Section 13 – Location

Provide sufficient information to accurately describe the project area. If the project area is the "upper portion of the East Fork of the Kentucky River watershed above the Highway 1234 bridge," for example, do not simply write "Kentucky River." Also include the size of the watershed in square miles. This information can be found at: http://kygeonet.ky.gov/

If your project includes site-specific components, such as BMPs or monitoring

sites, a map must be included. The map must delineate the watershed and identify the locations of BMPs and monitoring sites or the specific area in which they will be placed. If the sites have already been selected, mark their exact locations on the map. If the precise sites are not yet known, encircle the smallest possible area within which they may be placed. You may submit a GIS-generated map or clearly mark the location(s) on a clean photocopy of a portion of a USGS 7.5-minute topographic quadrangle map. If a photocopy is used, display the name of the quadrangle clearly on the map itself, either front or back. Enclose the map as a stand-alone document. Do not refer to it in the text of your plan of work (Section 17), as this map is for internal use only and will not be transferred to EPA.

Along with a physical location description, designate which watershed(s), Hydrologic Unit Code(s) (HUC)[s], and County(ies), will be affected by the project. A HUC is a 6- to 14-digit code assigned to a particular drainage area. For statewide projects, it is not necessary to list HUCs or include topos. Regional projects should include at least an 8-digit HUC. For watershed projects, supply all 14-digit HUCs associated with your watershed area. HUCs may be obtained from your local conservation district office, Kentucky Geological Survey, U. S. Geological Survey, Kentucky Division of Water, U.S. Army Corps of Engineers. http://www.uky.edu/kgs/gis/hydro.html (requires geographical information systems [GIS] software)
or
http://cfpub1.epa.gov/surf/state.cfm?statepostal=KY.

Section 14 – Project Summary

The Project Summary section is a brief description (abstract) of the project. The project summary is to be prepared in narrative format, not as a list. Address the following: problem, goal, objectives, activities, and measures of success. Address each of these topics using one or two sentences for each. Since the summary will be included in a national database maintained by the EPA, it needs to be clear and concise.

Use no more than 2 pages to complete this section.

Section 15 – Introduction/Background

The Introduction/Background explains and justifies why the project is important in controlling nonpoint source pollution.

This section provides background information for the project. Identify the problem, the source, the extent, and include a summary of data that documents the impairment. The Introduction/Background is the place to "sell" the importance of the project to the reviewers.

Use no more than 2 pages to complete this section.

Section 16 – NPS Pollution Control Project Goal, Objectives, and Activities

Identify the overall goal of the project and list the project objectives. The objectives describe what the project will accomplish by conducting an activity or by developing a product. For example, the goal of eliminating straight pipes might have an objective of raising awareness of straight pipe impacts on water quality. This objective might be achieved by activities such as installing two innovative wastewater treatment systems, conducting four field days, and developing one program to educate the participants on how water quality is affected by straight pipes.

If the project involves developing a Watershed-Based Plan the activities that address criteria a through i (described in the EPA document referenced in Section 7 above) should be identified in this section. The nine

minimum elements to be included in a watershed plan are outlined in detail in section 2.6 (pages 2-16 – 2-20) of the EPA Handbook for Developing Watershed Plans. This document can be downloaded at http://www.epa.gov/owow/nps/watershed_handbook/

All project activities, outputs, and deliverables must be listed and quantified in this section. Use an outline format to describe each activity/product that will be achieved for each objective under the Project Goal. You may add up to two additional pages as necessary to complete this Section.

Example of required formatting:

Goal: (Project Goal #1)

Objective: (Project Objective)

Activities: 1. (Project Activity #1)

2. (Project Activity #2)

Section 17 – Describe the NPS Pollution Control Plan of Work

The Plan of Work describes, in narrative format, how specific activities will be conducted. Explain how all project activities and deliverables will be accomplished.

The Plan of Work should enable the reader to have an understanding of the type of project that will be implemented and what will be accomplished by the project. Discuss all pertinent activities that will be a part of the project, including education/ outreach, behavior change, technical assistance, training, and BMP implementation. Include a narrative discussion of how the project activities and/or tangible products will be produced by the project.

As you prepare the project Plan of Work, understand and be familiar with the 11 criteria for successful projects on which the project will be evaluated and with grant application conditions. If the project includes educational and technology transfer activities, discuss in detail the types of materials to be produced. Identify the target audience(s), message objective, and the most effective tools. Please consider local newspapers, radio, or television as an additional tool to get your message out. Ensure that the products identified are the best tools to meet the objective and that existing NPS materials are used (or modified) whenever possible. Contact NPS program staff for additional information on how to access existing materials.

Provide specifics regarding BMP demonstrations (presentations, field days, etc.). Describe how the demonstrations will be conducted. The demonstrations must transfer information about the BMPs (cost, pollution control effectiveness, installation requirements, maintenance requirements, other funding sources, etc.) to others. The goal is to persuade people to implement BMPs on their own (or with other funding sources). Identify the target audience and tailor the demonstrations to the audience in order to maximize the number of individuals affected by the demonstrations.

To ensure that the BMP demonstrations are as effective as possible, describe the advertising or invitation process (describe who will be invited and how the demonstrations will be advertised). Include a means of giving the NPS Program staff advance notice of the scheduling of any workshops, demonstrations, field days, etc., in order for us to help provide the opportunity for technology transfer.

If project activities include stream restoration, stream enhancement, and/or bank stabilization, your plan of work must include an assessment of the fluvial geomorphic instability. This should include a description of the watershed, and an assessment of stream reach (tributary) conditions. Describe the

potential cause and extent of the stream disturbance(s). While we are not looking for a full assessment of all upstream tributaries, a description of all upstream disturbances that may impact the area addressed is needed (i.e., upstream channelization, denuded riparian areas, etc.).

When developing a stream restoration plan, the design must be based on fluvial geomorphologic principles so that the proposed restoration restores both biological and hydrologic function of a natural stream. Objectives of a stream restoration project (see Section 16) should include creating a naturally stable system that transports and stores its sediment, improves water quality and restores habitat.

Stream enhancement involves the improvement of a stream in its existing location with respect to aquatic habitat, channel stability, flow or sediment transport dynamics, but falls short of full-scale restoration. Stream enhancement projects include riparian establishment, bank stabilization or in channel work. These components may be implemented individually or in combination depending on the type of project.

Streambank and wetland protection or restoration projects must include annual reporting of the linear feet of streambank, or acres of wetlands, protected or restored and sediment load reductions

Water quality monitoring, public involvement, and project partners are all critical aspects of a plan of work. However, because of their importance, separate sections on the application are devoted to these aspects. Detailed descriptions for these aspects are provided in Sections 18, 19, and 20.

You may add up to two additional pages as necessary to complete this section.

Section 18 – Environmental Data Collection

A Quality Assurance Project Plan (QAPP) is required for all projects that involve environmental data collection as a measure of project success. It is critical to provide a brief summary of any environmental data collection efforts. The summary should include the number of sites, parameters to be collected, the frequency of collection, any statistical methods that will be used to analyze data, and a general overview of the data collection strategy.

Section 19 – Public Involvement

Describe the level and extent of public involvement in implementing the project. While projects usually include pertinent agency partners, actual public involvement is often lacking. Recruiting and involving local citizens in pollution control initiatives can be critical to the overall success of the project. Local citizen involvement could include an existing water interest group, people who live in or near the project area, or teachers and their classes. Explain the role that citizens, landowners, stakeholders, and/or the public will have in the project. Applicants are strongly encouraged to work with the River Basin Coordinator and River Basin Team in their project area. However, if questions about the 319(h) grant process arise, please contact one of the Nonpoint Source staff listed on pages 6 and 7 of this document.

Section 20 – Project Partners

Identify all the partners that will be involved in the project and discuss their roles and responsibilities. Each project partner must have specific responsibilities identified in this section. Partners should be identified by agency/organization and position title.

Avoid vague responsibilities such as "will be involved in the project" or "will assist with the project." Additional pages may be used as needed.

In addition to completing this section of the application, **letters of participation from each identified partner are required.** The letters must include the partners intended involvement and the services they will contribute. Letters should be included with the application as a separate attachment. The original letters must be included with the hard copy application, and scanned copies must be submitted with the electronic application.

Section 21 – Project Measures of Success

One of the most important and difficult aspects of a project is the development of appropriate measures of success. This is required for all Section 319(h)-funded initiatives.

- Each objective listed in Section 16 should have at least one quantifiable item or tangible product to measure the success of the activity/product designed to accomplish the objective.

  The most appropriate choice for project success indicators depends upon the type of project planned.

For watershed projects that include BMP implementation, the measure of success is reducing the nonpoint source pollutant load or improving water quality. In order to gauge effectiveness and success, water quality monitoring must be implemented for watershed projects that include BMP implementation.

For nonpoint source education activities, an appropriate measure of success might be pre and post project activity participant surveys to determine changes in attitudes, knowledge of BMPs, and awareness of the nonpoint source problems and the likelihood of adoption of the BMP.

The following are some possible measures of success for nonpoint source pollution control projects:

- Use of photographs and videos to document improvements.
- Measurable improvement in relevant chemical, physical, or biological water quality parameters.
- Calculated load reduction of sediment, phosphorous, nitrogen or other nonpoint pollutants as a result of BMPs implemented.
- Number of site-specific plans implemented for erosion and sediment control, nutrient management, pest management, etc.
- Percentage of "needed" BMPs implemented in watersheds of impaired/threatened waters.
- Statistically based survey of BMP implementation rates.
- Statistically based survey of public awareness, knowledge, and actions to measure changes in attitudes and behavior over time.
- Number of field days and attendees at field days, accompanied by a pre- and post-test designed to measure the changes in attitudes and the likelihood of adoption of the BMP.
- Completion of media productions such as DVDs, newspaper articles, PSAs, etc. (identify the topic, number distributed, intended outcome and to whom).

In describing how you will measure the project's success, keep in mind the 11 Criteria for a Successful Nonpoint Source Project.

Please complete this section in list format with at least one measure of success addressing each of the objectives listed in Section 16.

Section 22 – Milestone Schedule

The milestone schedule component explains the "when" aspect of the project. Think of the milestone dates as an estimated timeline for the life of the project. Milestones include all project activities, including interim steps, needed to implement the project. The more detailed your milestone schedule, the more helpful it will be in implementing and tracking project progress. Milestones should also include the number of outputs that will be produced as part of the project and the steps needed to produce them. The number of milestones will vary considerably depending upon the type of project, the length of the project, and the number of activities.

The application must include a schedule of milestones and their expected beginning and completion dates. Milestones must be listed in chronological order according to the expected beginning date. Projects should plan to begin activities no earlier than July of 2008. Project milestones should be updated when the grant is awarded to more accurately reflect the project's realistic timetable.

The following milestones must be included in all applications:

- Submit an Annual Report by December of each year.
- Submit three hard copies and one electronic copy of the Final Report and submit three hard copies and one electronic copy of all products produced by this project.
- If the project develops any materials that will be used for education, training, outreach, or technology transfer, add "*Submit draft* (insert generic name of material [e.g., video scripts, pamphlets, workshop agendas, field day agendas, announcements, fliers, training materials, handbooks, workbooks, manuals, newsletters, news articles, etc.] here) *to NPS Program staff for approval*" as a milestone for each product. If existing materials are used, include a copy of the product to be used.
- For lengthy materials, including manuals, workbooks, video scripts, and handbooks, an outline must be approved by NPS Program staff prior to expending funds on first draft development.
- If applicable, the following types of milestones must be included:
- Develop and submit a BMP Implementation Plan for NPS program staff approval.
- Submit advanced written notice to NPS Program staff for all educational public meetings, field days, workshops, etc.
- Conduct (#) meetings.
- Hold (#) field days.
- Conduct (#) workshops.

Please complete this section in list format (i.e., 1, 2, 3, etc.) with each milestone having an approximate beginning and ending date. Additional pages may be used as needed.

NOTE: NO project activities can begin before the grant is awarded, all grant conditions are met, and the legal contract is executed.

Section 23 – Reference/Literature Cited

List supporting citations (references) for statements of fact included in the application. For example, provide references for statements such as "Tourism is a major economic resource..." "...identifies Big Lake as an NPS-impacted lake with threats..." (Smith 2004) or "...complaints of sewage

discharges..." (Smith 2004) Because projects are evaluated and ranked by outside reviewers, it is important for the reviewers to know the source and accuracy of this information. See the reference section of this document for an example of citation format.

Section 24 – Budget Summary

The Budget Summary describes the expenses for each of the budget categories as related to their subcategories. Use total dollar amounts, i.e., 319(h) funds and non-federal match funds, to develop the Budget Summary.

All budgetary items must be included in, or tied to, project activities described in the plan of work (e.g., don't request funds for "field equipment" if you have not described activities that will use this type of equipment).

Use the categories and required format that is contained within the application when developing the Budget Summary.

Refer to the following categorical descriptions for guidance:

BMP Implementation: Include actual costs associated with installing or implementing BMPs. Do not include costs associated with planning BMPs, providing BMP technical assistance, advertising or other activities not directly relating to putting the BMP "on-the-ground."

Project Management: Include costs associated with providing administrative, fiscal and technical oversight on project implementation. Include costs associated with all required invoicing and reporting. Be sure to budget for Project Final Report preparation.

Education, Training or Outreach: Include all costs associated with public education/outreach, technical training or other types of technology exchange programs.

Monitoring: Include all costs associated with water quality monitoring. Do not include costs associated with volunteer monitoring efforts used for educational purposes.

Technical Assistance: Include all costs associated with providing technical water quality and BMP assistance to landowners and agencies.

Other: Use this category for costs that do not fall under the other categories. List the title of "other" costs on Budget Summary table.

Section 25 – Detailed Budget

The Detailed Budget represents the "how much" aspect of the project. Use the categories and required format that is contained within the application when developing the Detailed Budget. The amounts in the "Total" column for the Detailed Budget must be the same as the "Total" column in the Budget Summary.

The federal reimbursement for a nonpoint source pollution control project is 60.00% of the total project cost. Therefore, each project must provide non-federal matching funds for 40.00% of the total project cost.

Section 26 – Budget Narrative

The budget narrative must justify and clarify **all** project expenses and provide supporting information that ties budget items to project activities and clarifies the breakdown and source of the non-federal match funds. **The budget narrative must specify the source(s) of non-federal match dollars used in the project.** Do not include information in this section that is already stated elsewhere (e.g., refer to the appropriate project activities in the Plan of Work; do not rewrite them). Refer to the following

categorical descriptions for guidance on the level of information needed:

- **Personnel** - List the position titles of project staff (including volunteers) and the number of staff years and hours (or percentage of time) to be contributed. Include the time period (e.g., 0.5 PY over 3 years). If the personnel dollars that are budgeted are strictly salaries then add a statement that no fringe is being charged to the project. However, if fringe is calculated within the personnel dollars, then the fringe percentage rate and amount need to be discussed in the narrative. Do not include indirect/overhead costs in this category. Discuss indirect/overhead charges in the Operating Costs category. Do not use names of individuals since these may change over the life of the project. Include the details of any non-federal match funds contributed in this category.
- **Supplies** - Identify only those supplies under $500 that are significant in achieving the objectives of the project (e.g., monitoring supplies, educational supplies, etc.). Incidental supplies (e.g., pens, stamps, envelopes, etc.) should be included under the "Operating Costs" category. Include the details of any non-federal match funds contributed in this category.
- **Equipment** - Identify any equipment with a value of $500 or more to be purchased, leased, donated, etc., under this category. List each piece of equipment and its cost separately.
- Provide justification for the equipment as it relates to the accomplishment of project milestones and measures of success.
- If purchasing is more expensive than lease/rental or borrowing from a private or governmental agency provide an explanation in the budget narrative. Include a cost analysis that shows the comparison used for the choice. Include the details of any non-federal match funds contributed in this category.
- Provide detailed disposition procedures for all equipment purchases. This should include an analysis of the equipment's value and where it will be placed at project's end. If the contractor is to retain equipment, include and explanation of how it will be utilized to limit nonpoint source pollution.
- **Contractual** - List all entities that will be hired to perform an activity or service related to the project and describe those activities or services. Include the details of any non-federal match funds contributed in this category.
- **Travel** - All travel must result in nonpoint source pollution control benefits to the state of Kentucky. Explain all necessary travel, including who will need to travel (titles), the purpose, how far, and all expenses included under this category (e.g., fuel, per diem, etc.). Typically, out-of-state travel cannot be supported with Section 319(h) funds. Contact NPS Program staff for clarification on specific out-of-state travel requests. Travel expenses are often included in an agency or organization's overhead/indirect rate. Be sure requested funds don't "double-dip"! Include the details of any non-federal match funds contributed in this category.
- **Operating Costs** - List all indirect/overhead items, e.g., building space costs, utility costs, incidental supplies, travel, or any other indirect costs necessary for implementing the project. Include the indirect/overhead percentage rate and the details of any non-federal match funds contributed in this category.

- **Other** - Provide details for other budget categories that do not fall into any of the suggested categories. Add any additional categories specific and necessary to the project. Include the details of any non-federal match funds contributed in this category.
- You may add up to two additional pages as necessary to complete this Section.

Section 27 – Grant Application Conditions

Applicants must read and agree to comply with all applicable conditions listed in this section. **Failure to read, complete, and sign this section will result in the project being removed from further funding consideration.** Be sure to read and thoroughly understand these conditions. Contact NPS Program staff if you need additional guidance or clarification on any of these conditions.

Education Materials Condition

If your project includes school-based educational components, it must conform to the Kentucky Education Reform Act of 1990, revised, 2006, Core Content and Program of Studies. When materials are submitted the corresponding section of the Program of Studies must be cited.

All materials printed for your education and outreach program must conform to the North American Association for Environmental Education's (NAAEE) *Guidelines for Excellence in Environmental Education* and their *Guidelines for EE Materials K-12* (NAAEE 1998, 1999) (www.NAAEE.org).

Material Review Condition

All existing materials and final drafts of all printed materials (e.g., announcements, fliers, handbooks, workbooks, public meeting agendas, training materials, manuals, pamphlets, newsletters, news articles, etc.), video scripts, and other products must be submitted to NPS Program staff for review and approval prior to final product development. For lengthy materials an outline must be reviewed and approved by NPS Program staff prior to expending funds on first draft development. Review and approval of new, as well as existing, materials ensures that the most appropriate and up-to-date educational materials are being used.

Quality Assurance Project Plan (QAPP) Condition

If the project includes the collection of environmental data (water quality monitoring is an example), then a Quality Assurance Project Plan (QAPP) is required. Any project application collecting environmental data that is submitted without a QAPP will not be considered for funding. Projects that require QAPPs include, but are not limited to, assessment monitoring and watershed projects. The QAPP must be prepared as a stand-alone document and submitted with the project application. All monitoring activities conducted as a part of a project must be consistent with the approved QAPP and monitoring activities cannot occur until the Division of Water has reviewed and approved the QAPP.

BMP Implementation Plan Condition

If the project includes BMP implementation, a BMP Implementation Plan must be submitted to the NPS program staff for review and approval. Do not submit the BMP Implementation Plan with the application. However, the plan must be submitted and approved before the expenditure of any BMP funds.

The BMP Implementation Plan will include:

1. A list of BMP technologies to be installed.
2. A description of the technology selection process, the estimated cost, relative treatment efficiency, and provisions for ongoing operation and maintenance required for the BMP to operate efficiently for the normal expected useful life of the practice.
3. A description of how BMPs will be targeted to specific locations. As BMPs are implemented a map(s) clearly showing the BMP locations must be submitted to the DOW. A means of notifying the Division of Water, NPS Section prior to BMP implementation.
4. A financial plan of action that describes how financial assistance will be provided. The type of maintenance agreement to be made with the landowner. This agreement must include provisions allowing EPA and the State "to periodically inspect the practice during the life span of the project to ensure that operation and maintenance are occurring, and if it is determined that participants are not operating and maintaining practices in an appropriate manner, EPA or the State respectively, will request a refund for that practice supported by the grant"(FY04 EPA Grant Guidelines (IV, D,8)).A statement that ensures that all agricultural or forestry BMPs will at a minimum comply with the Kentucky Agriculture Water Quality Act and/or the Forest Conservation Act.

No BMP implementation activities shall occur until the Division of Water has approved the BMP Implementation Plan.

Onsite Wastewater Condition

1. Onsite wastewater projects which serve more than one residence or establishment must include provisions for ongoing operations and maintenance.
2. Projects involving single residential systems should include a homeowner education component addressing operation of their system.
3. All onsite waste water projects must include completion of a groundwater protection plan

Animal Feeding Operation (AFO) Condition

Any Animal Feeding Operation (AFO) that receives §319(h) funds will implement a nutrient management plan that:

1. Provides and maintains buffers or equivalent practices.
2. Diverts clean water away from animal manure storage structures and CAFO yards.
3. Prevents direct contact of confined animals with waters of the Commonwealth.
4. Addresses animal mortality disposal.
5. Addresses chemical disposal.
6. Addresses manure testing.
7. Addresses record keeping and testing.
8. Addresses proper storage capacity and maintenance of animal waste-storage structures/facilities.
9. Addresses rates and timing of land application of manure and wastewater.

An AFO is defined as any lot or facility where animals are stabled or confined and fed or maintained for a total of 45 days out of the 12-month period and where crops, vegetation, forage growth, or post-harvest residues are not sustained over any portion of the lot or facility over the growing season.

Stream Restoration/Bank Stabilization Condition

If project activities include stream restoration or bank stabilization, the BMP Implementation Plan must specify or document the **procedures** that will be used to develop a restoration design that:

1. Describes the extent of the design.
2. Relates the restored area to the extent of disturbance.
3. Identifies how transitions upstream and downstream from the restoration area will be planned.
4. Describes any channel change and changes in flooding potential.

Bank stabilization techniques may include bioengineering, live staking, tree planting, rock toes, and improving access to the floodplain. Hard revetment such as extensive rip rapping, concrete, grout, gabions or retaining walls should **not** be included in the design.

The BMP Implementation Plan must also include a post-restoration assessment that evaluates the success (stability, duration, etc.) of the restoration techniques. The post-restoration assessment should provide a means for periodic and long-term evaluation of the restoration sites.

Please note: a QAPP plan may be required.

GIS Condition

Projects that include Geographic Information System (GIS) activities must agree to the following condition:

All geospatial data created will be consistent with Federal Geographic Data Committee (FGDC) endorsed standards.

Information on federal endorsed standards can be obtained from the web site www.fgdc.gov under the topics of "standards" and "Standard Documents by Sponsoring Agencies."

Annual Report Condition

An annual report may be requested for a project. The annual report will be used to report environmental success to the USEPA.

The report should include all project activities and progress completed in the federal funding year FFY (October 1st, through September 30th).

Projects that have implemented BMPs in the FFY must provide load reduction information. For more details please contact the Nonpoint Source Section.

Project Partners Condition

No federal funds may be used as match for 319(h) projects. The applicant must contact all project partners and obtain their commitment to participate prior to submitting an application. Letters of participation are required from all listed partners.

Section 28 – Application Signature

Applications must be signed and dated. Applications that are not signed will not be considered for funding.

REQUIREMENTS FOR COMPLETING QUALITY ASSURANCE PROJECT PLANS (QAPPS)

In accordance with the Kentucky Department for Environmental Protection's *Quality Assurance Management Plan* (QAMP) (signed and approved by the U.S. Environmental Protection Agency), individual Quality Assurance Project Plans (QAPP) are required for all projects that involve the collection of environmental data (KDEP 2000). In previous years these plans were referred to as Quality Assurance/ Quality Control (QA/QC) Plans.

QAPPs are required to "ensure that all environmental data directly generated by its programs or through grants administered by the Department for Environmental Protection is known, discernable, and verifiable" (KDEP 2000). The QAPP describes how quality assurance (QA) and quality control (QC) are applied to data collections (USEPA 2001a).

Quality control (QC) refers to the routine procedures followed in the field and in the laboratory to produce data of predetermined standards. Quality assurance (QA) refers to the integrated program, including QC activities that allows the production of valid and reliable data (KDOW 2002c). QAPPs provide a way to help ensure maximum benefit from the effort and money expended to investigate an environmental problem. They are a means of documenting that proper planning has occurred prior to collection of samples. A list of examples of activities that may fall under the headings "QA" and "QC" are identified at the end of this chapter. The QAPP should clearly state the purpose (objective) and outline the investigative approach that will be followed.

The QAPP should be completed following the instructions outlined in *EPA Requirements for Quality Assurance Project Plans* (USEPA 2001a), which can be obtained from http://www.epa.gov/quality/qs-docs/r5-final.pdf.

A photocopy of this document can also be provided upon request.

Additional guidance that may be useful when preparing your project QAPP can be obtained from the following links:

Guidance for Quality Assurance Project Plans (**QA/G-5**)
http://www.epa.gov/quality1/qs-docs/g5-final.pdf

EPA Quality System
http://www.epa.gov/quality1/qa_docs.html

The Volunteer Monitor's Guide to Quality Assurance Project Plans
http://www.epa.gov/owow/monitoring/volunteer/qapp/vol_qapp.pdf

EPA site for general information about QAPPs
http://www.epa.gov/quality/qapps.html

Guidance on systematic planning, assessment factors, DQO process, project life cycle, and QAPPs **(QA/G-4)**
http://www.epa.gov/quality/qs-docs/g4-final.pdf

Any "borrowed" information must be fully documented in the QAPP and a full citation must be included in a Reference Section. The QAPP is applicable to all types of data collection, including physical, chemical, biological, and fluvial geomorphologic. All sections of your

QAPP must be completed or contain an explanation of why each incomplete section is not applicable to your project.

While environmental data collection needs to be presented in the project application, the QAPP is a "stand alone" document. It is reviewed and approved separately from, and with a different perspective than, the application. Therefore, in order to expedite the review process of both documents, certain information will be required in each document. By supplying the information in both documents, time-consuming cross-referencing is eliminated, and reviews can be accomplished in a timely manner.

Recommended literature which may be helpful in preparing a QAPP include the following:

Methods for assessing the biological integrity of surface waters. (KDOW 2002c).

Monitoring guidance for determining the effectiveness of nonpoint source controls. (USEPA 1997a). Refer to Chapter 5, *Quality Assurance and Quality Control.*

Standard methods for the examination of water and wastewater. (APHA et al. 1998).

Rapid bioassessment protocols for use in wadeable streams: periphyton, benthic macroinvertebrates, and fish. (USEPA 1999)

Techniques for tracking, evaluating and reporting the implementation of nonpoint source control measures: agriculture. (USEPA 1997b).

Techniques for tracking, evaluating and reporting the implementation of nonpoint source control measures: forestry. (USEPA. 1997c).

Techniques for tracking, evaluating and reporting the implementation of nonpoint source control measures: urban. (USEPA 2001b).

Guidance for data quality assessment: practical methods for data analysis. (USEPA 2000).

National handbook of water quality. (USDA 1996).

QA Activities

- ✓ Organization of project into component parts.
- ✓ Assignment of roles and responsibility to project staff.
- ✓ Use of statistics to determine the number of samples and sampling sites needed to obtain data of a required confidence level.
- ✓ Tracking of sample custody from field collection through final analysis.
- ✓ Audits of field and laboratory operations.
- ✓ Maintenance of accurate and complete records of all project activities.
- ✓ Personnel training to ensure consistency of sample collection techniques and equipment use.

QC Activities

- ✓ Collection of duplicate samples for analysis.
- ✓ Analysis of blank and spike samples.
- ✓ Replicate sample analysis.
- ✓ Regular inspection and calibration of analytical equipment.
- ✓ Regular inspection of reagents and water contamination.
- ✓ Regular inspection of refrigerators, ovens, etc. for proper operation.

From USEPA 1997a

QAPP Submittal

All projects that include environmental data collection must submit the QAPP along with the application for Section 319(h) funding in two ways:

1. One print copies (double-sided, copied on recycled paper), and
2. One electronic copy (on CD) saved as Microsoft Office Word versions 2003 (or earlier) file.

QAPPs submitted after the deadline will result in the entire project being removed from funding consideration.

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USEPA. 2001a. EPA requirements for quality assurance project plans. EPA240-B-01-003. U.S. Environmental Protection Agency, Office of Environmental Information, Washington, D.C.

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USDA. United States Department of Agriculture. 1996. National handbook of water quality monitoring. United States Department of Agriculture, Natural Resources Conservation Service, Washington, D.C.